



Classification: Business Services Assistant (Specialist)	Position No. 206-4707-010
CBID: R04	Office: Business Service Office
Date Prepared: March 5, 2019	Division: Administrative Services Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

While in a trainee capacity, the incumbent works under the close supervision of the Business Service Officer II (Supervisor). Fully trained incumbents may, under supervision, independently perform technical and analytical business service work in a variety of business service functions. The incumbent assists with business service functions of more difficult and complex technical and analytical business work, such as purchasing, space management, and facilities management. The incumbent may act as a team-leader over lower level staff and other staff.

WORKING CONDITIONS.

Must be in possession of a valid California Driver's License. Work may be performed inside or outside, and requires bending, reaching, sitting, standing, or walking and lifting up to 60 pounds, and operate a small forklift.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to communicate effectively, follow directions, utilize good work habits, work alone and/or in a team environment, use a personal computer and appropriate Commission software, and have the ability to operate office equipment to perform the duties described below.

30% Coordinates with Digital Print Specialist in working with Océ Prisma Prepare software to prepare electronic documents for printing to various high speed, multi-function copiers. Requires knowledge of Prisma Prepare software and proper formatting for various reports and publications within the Energy Commission. Also ensures that documents printed are saved in Prisma Archive software with appropriate job numbers to ensure possible future reprints. Utilizes Excel to maintain job list with numbers and descriptions of each job for use by CEC staff.

Analyze convenient copier use. Develops and provides reports and recommendations on various business services-related functions as necessary using the Automated Purchasing System data and other relevant information sources. Develop and maintain monthly statistics on such functions as purchasing and printing, and gather preliminary budgetary information. Acquire estimates for equipment cost analysis. Prepare cost and reliability analysis reports on equipment. Study warranty, service comparisons on equipment, and make recommendations for purchase. Prepare scope of work and budgetary information for contract bid packages to assist the contract manager. Assist with the development of recommendations of new and/or revised Business Service's policy and procedures. Call in maintenance for various convenience copiers throughout the Commission. Orders and delivers toner and paper for convenience copiers. Provides to maintenance contract vendor monthly meter readings. Analyzes maintenance records and copier use to advise BSO front office of copiers that need to be replaced. (E)

DUTY STATEMENT

CEC-004 (Revised 04/16)



- 20% Processes bulk mailings utilizing Satori mail list software. Includes follow-up and entry of new information into the CEC Mail List software. Requires the analyzing of software options and selecting the best options to serve postal regulations as well of the needs of the Commission. Maintains and updates CEC Mail Lists and advises Commission staff on Mail List software capabilities and requirements for mass mailings. Requests mail lists from the database and exporting to Excel for proof of service for programs. Compares classes of mail to determine the most economical methods of shipping to maximize savings on postage charges. Authorizes payments to various shipping vendors. Maintains records of costs and production. (E)
- 20% Independently operates the in-line folding, inserting and metering machines to process outgoing mail. Calibrates and performs maintenance and minor repairs on the mailing equipment. Using the UPS On-Line Professional Database and the Federal Express Powership Database, keys addresses and other required information to create mailing labels for packages being shipped by UPS or Federal Express. (E)
- 10% Acts as Energy Commission liaison to DGS Fleet Administration. Maintains files for each vehicle CEC leases from DGS Fleet Administration. Inputs month mileage logs to DGS system. Advises CEC Staff on proper procedure for accident reports. Ensures CEC vehicles leased from DGS Fleet Administration are maintained and clean. Files appropriate usage and maintenance reports to Fleet Administration. (E)
- 10% Makes routine daily messenger deliveries to and from other state departments. Schedules courier run for special deliveries to and from other state departments, other governmental entities, or private companies. Maintains mail slots for "All Staff" distribution notices. Assists the Publications Office with packaging publication orders for mailing. Provides back-up assistance in the Stock Room. Assists customers at the Mail/Stock Room window. Answers the Mail Room, Stock Room and Publications Office telephones. Assists in the deliveries of packages to staff. (E)
- 5% Coordinates once daily mail delivery, outgoing and incoming mail, to and from, all designated Mail Stations within the Commission, including 1500 5th Street locations. (E)
- 5% Performs other duties, as required, in accordance with the class specification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Employee Date </div> <div>Business Services Assistant (Specialist)</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Sherryl Hancock Date </div> <div>Business Service Officer II (Supervisor)</div>